

# JOB POSTING

**Job Posting:** 12/10/18**Closing:** Position Open until filled

<b>Job Title:</b>	Senior Companion Program Volunteer Coordinator		
<b>Reports To:</b>	Foster Grandparent/Senior Companion Program Volunteer Supervisor		
<b>Scheduled Hours:</b>	Full-time	<b>FLSA Status</b>	Exempt

## Job Description

Senior Services of Southwest Michigan is seeking to fill a Senior Companion Program Volunteer Coordinator. This position will coordinate and maintain the Senior Companion Program in Kalamazoo and Calhoun Counties to enhance socialization and wellness of older adults. The responsibilities will include the overall development of the program and volunteer management.

## Qualifications

- A Bachelor's Degree or equivalent experience in Human Services.
- Excellent communication and organization skills.
- Experience in supervision and a working knowledge of community resources is preferred.
- The ability to develop a good rapport with older adults.
- Accurate record-keeping skills.
- A valid driver's license and reliable transportation is essential.
- Experience with Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)

## Additional Information

Senior Services is a drug-free, tobacco free workplace. All applicants will undergo pre-employment drug testing and a State of Michigan background check. We check references. Senior Services is an equal opportunity employer. We welcome a diverse field of qualified candidates. This agency participates in E-Verify.

Apply in person between the hours of 9:00 a.m. and 4:00 p.m. at the Senior Services of Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001 or fax resume to: 269-382-3189. We prefer applicants **COMPLETE APPLICATION ONLINE** on our website at [www.seniorservices1.org](http://www.seniorservices1.org) (no phone calls, please).